

**Position Announcement**

## Campus Police Officer - Full-Time

Columbus Technical College is seeking an individual to serve as a Full-time Campus Police for our Campus Police Department. This individual will provide assistance in the organization, direction and supervision of the day-to-day operation of the college’s campus safety/security department. **This position is full-time/Non-exempt.**

**Responsibilities:**

* Recommends officer staffing levels at various campuses;
* Patrols premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates;
* Assists in measuring the effectiveness of public safety operations in the delivery of routine and emergency response services;
* Writes reports of daily activities and irregularities;
* Maintains and submits weekly, monthly and annual reports;
* Ensure compliance with CTC policy/procedure manual and department procedures;
* Assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
* Maintains knowledge of assigned program area and gives updates to management on service, operations, and projects;
* Maintains up-to-date with policies, procedures, and state or federal laws that may impact department initiatives;
* Provides advice concerning appropriate law enforcement response to incidents and violations of the law;
* Completes activity reports on an established basis; evaluates contents for completeness, accountability, neatness and compliance with rules and regulations;
* Maintains files and records;
* Attends meetings with local law enforcement and emergency management personnel;
* Responds to emergency and non-emergency calls for service;
* Assists with and maintains files related to the College Identification Badge/Parking Decal Program;
* Assists with the inspection and maintenance of fire alarms, security systems and fire extinguishers;
* Directs traffic during special events; Provides security for events;
* Maintains Peace Officer Standards Training certification.

**COMPETENCIES**

* Written and oral communication skills
* Decision making and problem solving skills
* Skill in the operation of computers and job related software programs
* Skill in interpersonal relations and in dealing with the public
* Ability to work independently with minimal supervision
* Ability to work weekends, day, evening and morning shifts
* Ability to differentiate between colors
* Ability to complete reports according to established guidelines
* Ability to patrol assigned areas
* Ability to identify signs of unlawful entry
* Knowledge of all pertinent federal, state and local laws, regulations

**Minimum Qualifications**

* High School Diploma of GED
* Georgia P.O.S.T. Certified Peace Officer
* Valid Driver's License

**Application Deadline**

This position is available until October 10, 2017. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter and resume at time of application (Incomplete submissions will not be considered). **Background check is required.**

**Salary/Benefits**

Salary is commensurate with education and experience. Benefits include state holidays, annual leave, and sick leave, State of Georgia Retirement, Health and Flexible Benefits Program.

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.